



COPS Publication

Community Oriented Policing Services

www.usdoj.gov/cops/

Closeout Notification Toolkit



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U.S. Department of Justice

Office of Community Oriented Policing Services

Office of the Director

Washington, D.C. 20530

Dear Colleague:

Since the passage of the 1994 Crime Bill, your law enforcement agency and thousands of others around the country have formed a strong partnership with the COPS Office. Our partnership is advancing community policing, generating tens of thousands of officers and other resources, and most importantly, helping reduce crime and improve the quality of life in America's communities.

As the end of your funding cycle approaches, we will need to begin the formal closeout process for your grant. Closeout of the grant occurs when our agency determines that all applicable administrative actions and all required work under the grant have been satisfactorily completed, with the possible exception of a final audit. The enclosed Closeout Toolkit provides you with specific guidelines to assist you with this process and to comply with all post-grant requirements.

When Federal funding concludes for all hiring grants, please remember your commitment and legal obligation to retain COPS-funded positions, in accordance with the requirements of the specific grant program (Accelerated Hiring Education and Deployment (AHEAD), Funding Accelerated for Smaller Towns (FAST), Universal Hiring Program (UHP), and COPS in Schools (CIS) grant programs), for one full local budget cycle after the end of the grant. In addition, if you have a Making Officer Redeployment Effective (MORE) grant, you also have a legal obligation to retain civilians and the required level of redeployment for one full local budget cycle after the end of the grant. If you have received funding for the Innovative Grant Program through the COPS Office, please call your grant advisor at 1-800-421-6770 to clarify any legal obligations and retention requirements that may exist with your grant. Regardless, all agencies are expected to meet the retention and/or the redeployment requirements.

Please do not hesitate to contact the COPS Office at 1-800-421-6770 if you have any questions. We trust that this information will assist you in your efforts to comply with COPS Office grant program and closeout requirements for your grant. We hope that the funds received under the COPS grant programs have enabled your department to move towards implementing a community-policing philosophy department wide, and to sustain community-policing activities in your community.

Sincerely,

A handwritten signature in cursive script, reading "Thomas C. Frazier", is located below the "Sincerely," text.

Thomas C. Frazier
Director, Community Oriented Policing Services



Officer & Civilian Retention

Community Oriented Policing Services

www.usdoj.gov/cops/

Frequently Asked Questions

Q What is Closeout?

A Closeout is the process in which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.

Q When does the closeout process begin? What can I expect once this process has started?

A The closeout process will begin 120 days before the official grant end date. Prior to the end date, you will receive in the mail the Closeout Notification Toolkit. All of your funding should be drawn down and final reporting should be completed no later than 90 days after the award end date. Monitoring activities will be continued throughout this period to ensure that programmatic and closeout requirements are being met.

Q Will the closeout process be uniform for all COPS grant programs or will the policy differ from program to program?

A For the most part, the closeout process will be the same for each COPS grant program with a few minor differences, such as specific reporting requirements from program to program. However, all of the grant programs will require expenditure of funds no later than 90 days after the grant award end date, a Final Financial Status Report, and a program specific final report.

Q My department was awarded a number of UHP Supplements and two renewals to our MORE grant. Will each supplement/renewal be closed out separately?

A No, for record-keeping purposes, the grant is not considered eligible for closeout until the final supplement or renewal has expired. At that time, you will submit final Financial Status Reports and the Final Progress Report for the last supplement or renewal.

Q What if we have not expended all of our funding by the end date?

A No-cost extensions may be available on a case-by-case basis. You should have already received an extension worksheet. If not, please contact your grant advisor.

Q What documentation do we need to submit before our grant is considered closed out? What documentation do we need to retain in our files after the grant is closed out?

A A COPS grant will not be closed out until the department submits a Final Department Report and a Final Financial Status Report. The grantee should maintain the following items in their own files for a three-year period after the grant is closed out: grant financial records and related documents that substantiate costs charged to the grant (e.g. general ledgers, accounting source documents, personnel and payroll records, timesheets, cancelled checks); grant award agreements; and any documentation pertaining to the grant award.

Q How will departments be monitored during the closeout process?

A Departments will be contacted by their Grant Advisors and Office of the Comptroller Financial Analysts regarding the following closeout activities: compliance with reporting and administrative requirements, corrective action plans for any outstanding compliance issues if applicable, and full implementation of the grant. Departments also will receive program specific Final Reports in the Closeout Notification Tool Kit which will enable the COPS Office to monitor compliance and implementation consistent with grant program goals and objectives. Departments may also be called by COPS Count staff and receive random desktop monitoring or site visits by the Monitoring Division. Such activities may continue post-Closeout for at least one locally set budget cycle to ensure that program requirements have been met, including retention of positions under hiring grants and redeployment under the MORE grants.

Q What will happen if we do not retain a COPS grant funded position after the end date and for a full local budget cycle?

A Retention is one of the main requirements of the COPS Hiring grant programs (AHEAD, FAST, UHP, and CIS) and the MORE program. Should you fail to retain and there are no mitigating circumstances, COPS may deem you ineligible for future COPS funding, you may be made ineligible for Office of Justice Program grants and other Department of Justice grants, and COPS may seek reimbursement of grant funds through civil claims. For more information, please refer to the COPS Officer and Civilian Retention Toolkit.

Q What action will be taken if my department does not comply with the closeout requirements?

A The action taken will differ by issue. For instance, should your agency fail to submit any final reports, your grant will remain open until this outstanding compliance issue is resolved. On the other hand, should the department neglect to retain, you may be required to reimburse the COPS Office the amount of the grant. Action will be taken for failure to meet program goals and objectives regarding retention, redeployment, supplanting, ongoing community policing activities, and training requirements, to name a few. In accordance with 28 C.F.R. § 66.43 repercussions could include:

- Temporarily withhold cash payments pending correction of the deficiency by the grantee or more severe enforcement action by the awarding agency;
- Disallow all or part of the cost of the activity;
- Wholly or partly suspend or terminate the current award for the grantee's program;
- Withhold further awards for the program; or
- Take other remedies that may be legally available.

Such remedies will be decided on a case by case basis.

Q How will we know when our grant is financially and programmatically closed?

A The COPS Office will notify you once all the necessary paperwork has been submitted, reviewed and approved, and any remaining funds have been deobligated as appropriate.

Q Who can offer me guidance on the closeout process?

A There are two places you can find information about the closeout process. Your COPS grant advisor can assist with any questions you may have about closing out your agency's grants. Call the Justice Department Response Center at 1-800-421-6770 to reach your grant advisor. Or, for more general information, refer to the grant closeout information on the COPS website at www.usdoj.gov/cops.

Section 1

COPS

Closeout Toolkit

Grant Recipient Records Retention Guidelines

I. Grant Recipient Retention Requirements

The grantee is required to maintain all grant project records for a minimum of 3 years following the date of submission of the final Financial Status Report (Standard Form 269 or 269A). Grant project records may include, but are not limited to: the general ledger, accounting source documents, personnel and payroll records, timesheets, cancelled checks, and the grant award document. Please check with your local and state jurisdictions, as they may have longer records retention requirements.

If the grantee maintains records beyond the minimum 3 year requirement, federal and state government entities may access said records for as long as the grantee keeps them. Please see 28 CFR Part 66.42.



Section 2

COPS

Closeout Toolkit

Equipment Disposition Instructions

II. Equipment Disposition Instructions

The grantee must retain the equipment for the life of the grant, and use the equipment for approved grant-related purposes during the life of the grant.

Property records must be maintained that include a description of the property; a serial number or other identification number; the source of property; who holds title; the acquisition date and cost of the property; percentage of Federal participation in the cost of the property; the location, use and condition of the property; and any ultimate disposition data including the date of disposal and sale price of the property. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property.

The grantee may make equipment available for use on other projects and/or programs previously supported by the Federal Government and other criminal justice purposes providing such use will not interfere with the work on the projects or program for which it was originally acquired. The grantee may use the equipment as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities. Please see 28CFR Part 66.32, Use and Disposition.

After the grant obligations are fulfilled, equipment is considered supplies and can be sold, upgraded, donated, retained, or disposed of with no further obligation to the COPS Office.

The Equipment Disposition instructions apply to the following COPS grant programs:

- Advancing Community Policing
- Anti-Gang Initiative
- Domestic Violence
- Methamphetamine Grants
- Making Officer Redeployment Effective (MORE)
- Problem Solving Partnerships
- School Based Partnerships
- Technology Earmarks
- Tribal
- Troops
- Youth Firearms Violence Initiative
- 311 Grants

For more information, please see 28 CFR Part 66 and OMB Circulars A102 and A110.



Section 3

COPS

Closeout Toolkit

Retention Requirements



COPS Fact Sheet

Community Oriented Policing Services

www.usdoj.gov/cops/

COPS Officer Retention Requirements

Retention Basics

When your agency accepted a COPS grant, it committed to keeping the additional COPS-funded officer and/or civilian positions once Federal support and the grant period ends. This retention requirement is a condition of all COPS hiring and redeployment grant programs.

COPS-funded positions must be retained over and above the previous locally-funded number of positions in the law enforcement agency **for at least one budget cycle beyond the conclusion of Federal funding**. Consistent with the 1994 Crime Bill, this will help to ensure a long-term increase in the number of sworn officer and/or civilian positions serving the community. These positions can be retained using state, local, or other non-Federal funding. You cannot use attrition to meet the retention requirement.

Covered COPS Programs

The retention requirement applies to the COPS AHEAD, FAST, UHP, MORE, Distressed Neighborhoods, and the Tribal Resources grant programs. Phase I grantees submitted retention plans with their grant applications and should follow through with those plans.

Non-Covered COPS Programs

The requirement does *not* apply to the Youth Firearms Violence Initiative; Community Policing to Combat Domestic Violence; the Anti-Gang Initiative; Problem-Solving Partnerships; Advancing Community Policing; School-Based Partnerships; Regional Community Policing Institutes; or the Methamphetamine Initiative.

Retention Agreements

When an agency applies for and accepts a COPS grant, it submits retention information on some (or all) of the following documents: budget summary sheets; the signed grant award page, grant conditions (of which retention planning was one); Annual Reports; and the Community Policing Information Worksheet. Agencies must follow through with these plans and the grant conditions as agreed upon when the grant was accepted.

Retention Planning

Planning to retain COPS-funded positions must reflect a legitimate attempt by the law enforcement agency and its governing body (the city, county, town or borough, for example) to secure and provide funding to continue the employment of the additional officer and/or civilian. Documentation of this planning must be submitted with the application.

Since the COPS statute requires agencies to retain the COPS-funded officer and civilian positions with state or local funding sources at the conclusion of Federal support, UHP, MORE, Advancing Community Policing, Local Law Enforcement Block Grants (LLEBG) or Community Development Block Grants (CDBG) cannot be used for retention purposes.

Failing to Plan for Retention

Failure to document efforts to retain or making no efforts to retain, may result in the revocation or suspension of existing grant funds, rejection of pending applications, ineligibility for further COPS or Office of Justice Programs funding, and any other remedies the Department deems appropriate. For audit purposes, records must also be available for review up to three years after the conclusion of the grant.

As part of our monitoring efforts, COPS, the Office of the Inspector General, and other U.S. Department of Justice representatives regularly review your progress in retention planning. Retention planning is a condition of the grant award and is a compliance requirement. COPS will track officer and civilian retention three times a year for a minimum of one year following the conclusion of each grant. If your agency currently has a grant, COPS will confirm retention planning when conducting a monitoring site visit.

Sample Retention Plans

Across the country, agencies are using sound fiscal management policies to retain COPS-funded staff. Most grantees are retaining through budget requests to their governing bodies. In addition, agencies have turned to innovative funding avenues such as:

- Collaborative arrangements with other state/local agencies to share the cost of positions based on assignments (i.e., school districts, public housing);
- Using funds from cost savings elsewhere in the department or other government body;
- Retiring municipal bonds;
- Applying for other non-Federal funding sources such as state grants to support the additional COPS positions at the termination of the COPS grant;
- Using funds from parking, traffic or ordinance enforcement;
- Using asset forfeiture funds;

- Seeking law enforcement funding from private sources, including corporate and non-profit entities; and or
- Pursuing local revenue initiatives.

This is just a sampling of options and the COPS Office does not endorse any particular approach.

Grant Monitoring

All COPS hiring and redeployment grant programs require official or formal documentation of retention planning. This may consist of documents indicating your intent to retain the COPS-funded officer and/or civilian positions at the conclusion of the grant period. The documentation may include: relevant sections of official transcripts from governing body meetings; internal memoranda; or official budget documents. You must submit these documents along with a written assurance from the government authority that positions will be retained at the conclusion of the grant period.

Financial Distress and Retention

Local fiscal and budgetary conditions cannot always be predicted. If circumstances arise which jeopardize the ability to retain, contact the COPS Office immediately for a review of their retention plan and implementation efforts. The COPS Office will evaluate these situations on a case-by-case basis.

For questions about the obligation to retain, contact your grant advisor. Questions may also be answered by a call to the U.S. Department of Justice Response Center at 1-800-421-6770, or by visiting the COPS web site at: <http://www.usdoj.gov/cops/>.



Officer & Civilian Retention

Community Oriented Policing Services

www.usdoj.gov/cops/

Commonly Asked Questions

Q What is the purpose of creating a written retention plan?

A Planning to retain your COPS-funded positions after the conclusion of your grant is a legal requirement of *all* COPS hiring and redeployment grants. Submission of a written retention plan during the life of your grant is your agency's proof that you are fulfilling your legal obligation to retain Federally supported positions once the grant ends. If your agency does not have a complete retention plan on file, COPS may suspend funds for one or all of your grants.

Q What happens if my agency fails to *plan* for retention?

A Planning to retain is the obligation of *every* grantee. Agencies failing to retain COPS Office positions will face sanctions including the suspension of current COPS funds. Furthermore, delinquent agencies will be precluded from receiving future COPS grants, and will risk both ineligibility for U.S. Department of Justice, Office of Justice Programs (OJP) grant funding, and exposure to other legal remedies.

Q What information does my agency need to include in the retention plan documentation it submits to COPS?

A Your retention plan must be written and needs to specify:

- Your agency's intent to retain all COPS-funded positions; and
- The funding source your agency plans to use to support the COPS-funded positions once Federal funding concludes.

Your retention plan is not complete unless signed by both the chief law enforcement executive (chief, sheriff, etc.) and the chief representative of your local governing body (mayor, city manager, county executive, etc.).

Q Does the retention requirement apply to COPS-funded civilians?

A Yes. If your agency has accepted a COPS MORE grant in order to hire civilians, you must retain COPS-funded civilian positions in order to maintain time-savings generated from redeployment. Redeployment of officers cannot fall below the baseline level outlined in your MORE grant award package.

Q Does the retention requirement apply to equipment funded under all MORE programs?

A COPS expects that you will maintain the equipment so its use will continue to generate time-savings for officers and enable them to participate in community policing activities. Furthermore, we encourage our grantees to consider long-term service contracts and/or technology upgrades in future budgets so that the efficiency gained will be sustained long-term.

Q Will I violate the COPS retention policy if my COPS-funded officer leaves my agency?

A COPS hiring and redeployment grants are used to fund positions, not specific officers or civilians. If a vacancy occurs, you need to expeditiously fill that position.

Q What is my agency obligated to do if it appears during the life of the grant that it might not be able to retain all its COPS-funded officer and/or civilian positions?

A If a problem should arise where your agency may not be able to retain an officer, please immediately notify, in writing, your COPS grant advisor. In your correspondence, you are required to articulate:

- Your retention efforts;
- The reasons for which you may not be able to retain; and
- Any mitigating circumstances.

Q Does non-retention affect my agency's eligibility for further COPS or U.S. Department of Justice grants in general?

A Most likely. COPS evaluates all instances of non-retention on a case-by-case basis and works *with* grantees to bring them into compliance with COPS grant requirements. If an agency, without demonstrating sufficient mitigating circumstances, fails to retain, COPS will suspend current grant funding and/or deem the grantee ineligible for future COPS funding. Failure to retain COPS-funded positions for at least one local budget cycle will also impact eligibility for Office of Justice Programs (OJP) grants and other Justice Department funding.

Q What are the legal consequences for non-retention?

A As stated above, COPS considers each instance of non-retention on a case-by-case basis. In addition to suspending current or future funds for grantees that fail to retain, COPS may also seek reimbursement of grant funds through civil claims.

Q How long is my agency obligated to retain COPS-funded officers and civilians?

A Absent mitigating circumstances, your agency must retain COPS-funded positions for at least one local budget cycle after grant funding concludes. Failure to do so will subject your agency to Federal sanctions. In addition, COPS will monitor each grant for up to three years after funding concludes.

Q Can my agency use state funds to support retention?

A There are no Federal regulations prohibiting the use of state funds to retain COPS-funded positions. You will have to check with your state funding agency, however, regarding the source of state funds and guidelines for their use.

Q How does the retention requirement apply to equipment and civilians funded under *Domestic Violence, Advancing Community Policing, Problem Solving Partnerships, School Based Partnerships, Youth Firearms, Gangs and Methamphetamine* grants?

A These programs do not have a retention requirement. Many agencies, however, choose to continue such efforts after COPS funding expires.

Q Does receiving a *Small Community grant* satisfy the retention requirement?

A No. *Small Community grants* are designed to assist grantees in retaining certain FAST, AHEAD and UHP officers by providing a fourth year of funding. Agencies are expected to use this additional year of COPS support to further plan how to retain COPS-funded officers. The same retention requirements apply to this grant at the conclusion of Federal funding.

Q How will COPS monitor officer/civilian retention?

A COPS employs various methods to monitor an agency's retention efforts. These include:

- Office-based grant reviews;
- Review of agencies' *Annual Progress Reports*;
- Examination of *COPS Count* data;
- Site visits;
- U.S. Department of Justice, Office of Inspector General audits; and
- U.S. Department of Justice, Office of the Comptroller financial reviews.

Q What if I need assistance?

A Your COPS grant advisor is ready to help with any questions you may have about your agency's retention obligation. Call the Justice Department Response Center at 1-800-421-6770 to reach your grant advisor.

Section 4

COPS

Closeout Toolkit

MORE Program Redeployment Requirement



COPS Fact Sheet

Community Oriented Policing Services

www.usdoj.gov/cops/

What is Redeployment?

Redeployment refers to sworn officers currently by the grantee law enforcement agency who will become available as a direct result of the purchase of the technology and equipment or the hiring of civilian support staff to participate in community policing.

Example – Technology

The 10 officers at the Neelyburg police department spent an average of 2 hours per shift at the office typing up reports. Neelyburg was then awarded a MORE grant for laptop computers. As a result of the laptops, each officer saved 1 hour per shift. To figure out the number of officer FTEs that were redeployed into community policing, you would use the following formula.

$$10 \text{ officers} \times 1 \text{ hr per shift} \times 228 \text{ shifts (the COPS standard)} = 2280 \text{ hours}$$

$$2280 / 1824 \text{ hours (the COPS standard for 1 FTE)} = 1.3 \text{ FTEs}$$

Therefore, in this case, we should say that the Neelyburg Police Department will redeploy 1.3 officers as a result of their MORE grant.

Example – Civilians 1 to 1

At the Bakersville police department, Officer Dame is currently assigned full-time to dispatch duties. Bakersville receives a MORE award for a full-time civilian dispatcher to allow Officer Dame to be redeployed into community policing. This would be considered 1 to 1 redeployment and will equal 1 FTE. The formula for this would be as follows:

$$1 \text{ officer} \times 8 \text{ hours per shift} \times 228 \text{ shifts (the COPS standard)} = 1824 \text{ hours}$$

$$1824 \text{ hours} / 1824 \text{ hours (the COPS standard)} = 1 \text{ FTE}$$

Example – Civilians not 1 to 1

The 7 officers at the Mouton County Sheriff's Office currently spend an average of 2 hours per shift handling non-emergency calls that could be handled by a civilian. Mouton County receives a MORE grant for a full-time civilian to handle non-emergency calls. The office estimates that as a result of this civilian, officers will save 1.5 hours per shift. To figure out the number of FTEs that will be redeployed into community policing as a result of this grant, you would use the following formula:

$$7 \text{ officers} \times 1.5 \text{ per shift} \times 228 \text{ shifts (the COPS standard)} = 2,394 \text{ hours saved}$$

$$2,394 \text{ hours} / 1824 \text{ hours (the COPS standard)} = 1.3 \text{ FTEs}$$



COPS Fact Sheet

Community Oriented Policing Services

www.usdoj.gov/cops/

Redeployment Tracking Plan Q&A

Q What is a Tracking Plan?

A A Tracking Plan is used by agencies to track the hours saved through the implementation of technology or the hiring of civilians funded under a MORE grant. There are many acceptable means of tracking redeployment and agencies should choose the method that best fits their needs. Acceptable methods of tracking redeployment include:

- work study plans;
- studies using sampling techniques;
- direct tracking of hours; and
- time estimation techniques.

Q What does my Tracking Plan need to contain?

A Agency tracking plans must contain:

- a statement of how time is being saved;
- an explanation of the method being used to track time savings;
- a statement of the hours necessary to complete the activity before and after the implementation of technology or civilian hiring; and
- a summary of the time saved to date (only applicable if operational).

Q What if my grant is operational but I cannot determine time savings because I do not know how much time the activity required before the grant was implemented?

A Grantees who have been operational without a tracking plan should use the figures given in their original MORE application as the basis from which to track subsequent redeployment.

Q Do I need to track the hours saved compared to time spent on community policing activities?

A Agencies must show that time savings achieved as a result of its MORE grant has increased the time spent on community policing activities. It is not necessary to link each hour saved to community policing activities. Acceptable forms of documentation to demonstrate enhanced community policing activities as a result of the time savings include:

- daily/weekly/monthly officer log sheets;
- analysis of reports - i.e. Code 30 = community policing activities;
- evidence of increased bike/foot patrols; or
- documentation of increased community policing due to time savings.

Q What parts of my plan do I need to submit to the COPS Office for approval?

A Each agency must provide a summary of its tracking plan to the COPS Office for approval. However, agencies should keep all tracking documentation on file, because it may be requested during a monitoring site visit or audit.

Section 5

COPS

Closeout Toolkit

Final Report

Final Supplemental

Financial Status Report

(Short Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency		OMB Approval No. 0348-0038		Page _____ of _____ pages	
3. Recipient Organization (Name and complete address, including ZIP code)							
4. Employer Identification Number		5. Recipient Account Number of Identifying Number		6. Final Report <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Basis <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)		To: (Month, Day, Year)		9. Period Covered by this Report From: (Month, Day, Year)		To: (Month, Day, Year)	
10. Transactions:				I Previously Reported		II This Period	
a. Total outlays							
b. Recipient share of outlays							
c. Federal share of outlays							
d. Total unliquidated obligations							
e. Recipient share of unliquidated obligations							
f. Federal share of unliquidated obligations							
g. Total Federal share (Sum of lines c and f)							
h. Total Federal funds authorized for this funding period							
i. Unobligated balance of Federal funds (Line h minus line g)							
11. Indirect Expense		a. Type of Rate (Place "X" in appropriate box) <input type="checkbox"/> Provisional <input type="checkbox"/> Predetermined <input type="checkbox"/> Final <input type="checkbox"/> Fixed					
		b. Rate		c. Base		d. Total Amount	
		e. Federal Share					
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.							
Final Financial Status Report for Supp# _____							
13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.							
Typed or Printed Name and Title						Telephone (Area code, number and extension)	
Signature of Authorized Certifying Official						Date Report Submitted	

FOR MORE INFORMATION:

U.S. Department of Justice
Office of Community Oriented Policing Services
1100 Vermont Avenue, NW
Washington, D.C. 20530

To obtain details on COPS programs, call the
U.S. Department of Justice Response Center at 1.800.421.6770.

Visit the COPS internet web site:
www.usdoj.gov/cops

